

Ashley Falls Historic District Commission
Town of Sheffield
21 Depot Square, Sheffield MA 01257
AFHDCCommission@gmail.com

APPLICATION FOR CERTIFICATE

If your property falls within the Ashley Falls Historic District, before you can do any demolition, construction, alteration, replacement of windows, fencing, paving, change of color and other exterior work on your buildings and grounds (excluding landscaping), you must apply for and receive a Certificate from the Ashley Falls Historic District Commission. You must do so regardless of whether you require a building permit to carry out the work.

When applying for a Certificate, please use this application form. The form, and accompanying documentation (which may involve site plans, floor plans, photographs, elevations, dimensions, color and material samples, and other information needed for the Commission to make its determination) should be emailed to AFHDCCommission@gmail.com. If you wish to submit your application on paper, please mail five copies to the address above. If your project involves new construction (including additions), please contact the Commission so that we can apprise you of the documentation required before we can begin consideration of your application.

There are three types of certificate available, a Certificate of Appropriateness, a Certificate of Nonapplicability, and a Certificate of Hardship. For further information about these, please consult the Ashley Falls Historic District by-law, a copy of which may be obtained from the Town Clerk, or found at our website <https://www.sheffieldma.gov/ashley-falls-historic-district-commission>. Other information about the Commission, and a map of the Historic District, can also be found there.

Within 14 days of receipt of your application, the Commission will hold a meeting that is open to the public about your application. If the Commission determines that your application involves exterior architectural features that are excluded from review by the Commission, the Commission will tell you whether you may proceed immediately, or will promptly issue a Certificate of Nonapplicability so that you can proceed. If the Commission determines that one of the other Certificates is required, it will normally call for a public hearing on the application, to which you and your neighbors will be invited. Shortly thereafter, the Commission will meet to act upon your application.

The Ashley Falls Historic District Commission is eager to help make the application process as easy and transparent as possible, and to assure that you have filed for the appropriate certificate. We urge you to contact us with any questions or requests for assistance by email at AFHDCCommission@gmail.com. If your project is large and complex, advance consultation with the Commission can help to identify potential issues early in the project planning process and avoid later delays. If you wish to talk with the Commission, please send your phone number to the Commission's email address and one of the Commissioners will contact you promptly.

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Address of the property: _____

Name of applicant: _____

Mailing Address: _____

Email address: _____

Telephone numbers: _____

Name of property owner (if different): _____

Mailing Address: _____

Email address: _____

Telephone numbers: _____

Proposed start and completion dates: Start _____ Completion _____

I hereby apply for a (check one):

- ☐ Certificate of Appropriateness
- ☐ Certificate of Nonapplicability
- ☐ Certificate of Hardship

I certify that all the information provided in this application is true.

Signature of Applicant: _____ Date: _____

Short description of proposed work (for example – install new windows; repaint house; replace roof; repair chimney):

Description of proposed work: Please attach additional pages with a description of your proposed project, and any relevant documentation that can assist the Commission in its deliberations. Please include the property address on each page that you submit.